



Connecting Buyers and Suppliers

Viewing and Responding to Solicitations

Published: April 2023

Audience: Bidders and/or Suppliers who would like to respond to a State of Ohio solicitation.

Table of Contents

- 1) [In This Document](#)
- 2) [Viewing a Solicitation](#)
- 3) [Sending Inquiries](#)
- 4) [Submitting a Response](#)
- 5) [Amending and/or Withdrawing a Response](#)

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (OBM.SharedServices@OBM.ohio.gov) or phone (877-644-6771).

In This Document:

Overview: Viewing and responding to solicitations at the State of Ohio can be broken down into four main tasks:



1. **View a Solicitation:** There are two ways for Bidders and Suppliers to view solicitations:
 1. **Bidder/Supplier Invitation:** When the State of Ohio sends out a solicitation to specific Bidders and/or Suppliers for bidding, they will receive a notification via email inviting them to respond within Ohio Buys.
 2. **Public Solicitations Page:** Bidders and Suppliers can navigate to the Public Solicitations Page to view all active public solicitations. In order to participate and submit a response, Bidders and Suppliers must log in to Ohio Buys.
2. **Send Inquiries:** Ohio Buys allows Bidders and Suppliers to submit inquiries and correspondence to the State. Bidders and Suppliers should submit all clarifications, Q&A, and negotiations using Ohio Buys.
3. **Submit a Response:** Once a Bidder or Supplier has reviewed a solicitation and accepted the associated Terms & Conditions, they will have the ability to provide responses to the questions within the Questionnaire and Item tabs and submit their response. Upon submitting a response, the user who submitted the response will see a confirmation message stating that the bid has been submitted with the associated time stamp. The Bidder or Supplier will also be able to view their response history at any time.
4. **Amend and/or Withdraw a Response:** If the State issues an amendment (i.e., a new round), Bidders and Suppliers will be required to acknowledge receipt of the amendment and re-submit a response to remain under solicitation consideration. In addition, Bidder or Suppliers also can withdraw a response and remove it from being considered for award.

Key Terms

Solicitation Types in Ohio Buys:

- **Simple Solicitation** : Solicitations that allow State agencies to create and distribute Requests for Information (RFI) and Requests for Quotes (RFQs).
- **Single Envelope**: Solicitations in which Bidders and/or Suppliers are instructed to submit all aspects of a response in a single envelope.
- **Double Envelope**: Solicitations in which Bidders and/or Suppliers are instructed to submit both technical and financial responses in two separate and sealed envelopes.
- **Triple Envelope**: Solicitations in which Bidders and/or Suppliers are instructed to submit technical, financial, and mandatory responses in three separate and sealed envelopes.
- **Quick Quote**: A quick quote is a simplified short-term solicitation process.
- **Public Notice**: Notifies the public of a solicitation that will be evaluated and awarded outside of Ohio Buys.

Key Terms:

- 1) **Sourcing Project**: Any kind of sourcing event in Ohio Buys. This includes all types of solicitations, as well as Quick Quotes. Sourcing projects can have multiple lots and/or rounds.
- 2) **Lots**: A new lot is typically issued for Bidder and/or Supplier clarifications. Lots can be used to clarify information or separate the different needs for a specific solicitation. For example, a procurement user may wish to separate a solicitation for a conference into different lots. One lot could be created for food, while another could be created for IT equipment.
- 3) **Rounds**: A new round is typically issued whenever there is amendment to the original solicitation or when you want to issue a second round of bidding for a shortlisted group of Bidders and/or Suppliers.
- 4) **RFx**: A solicitation in Ohio Buys that is composed of lots and rounds. An RFx is always associated to a Sourcing Project; a Sourcing Project may have multiple RFx's associated to it.

VIEWING A SOLICITATION

Overview

- What's Covered: Navigating to the Public Solicitations page to review open solicitations.
- Roles: Bidders and/or Suppliers
- Used When: A Bidder or Supplier would like to review a solicitation in Ohio Buys.

Step-by-Step Instructions for Viewing a Solicitation

1

Navigate to the Ohio Buys Public Solicitation page: <https://ohiobuys.ohio.gov/>

2

On this page, you can search by Keywords, Commodities, Solicitation Status, Contracting Entity, Solicitation Dates, MBE Set Aside status, Solicitation Type, Solicitation ID, and Awarded status. Enter your search terms in the appropriate field and click the **Search** button.

3

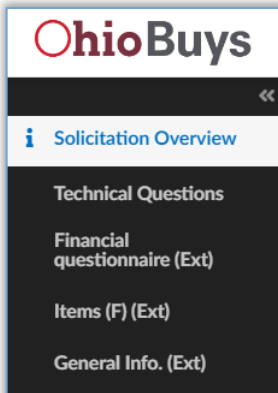
Search results are displayed below. Once you have found the solicitation you would like to review, click the **Pencil** (✎) icon next to the solicitation name.

Solicitation ID	Solicitation Name	Solicitation Type	Issue date (EST)	Inquiry Cutoff (EST)	Due date (EST)	Commodity	Status	MBE Set Aside	Agency	Awarded
2128	NextGen eProcurement Solution Implementation and Supplemental Services RFP	Request For Information (RFI) (Double Envelope)	12/3/2020 12:09:33 PM	12/17/2020 12:00:00 AM	3/26/2021 12:00:00 AM	Computer Equipment and Accessories	Open for Bidding	<input type="checkbox"/>	DAS-Administrative Services	<input type="checkbox"/>

1 Result(s)

4

Review the details of the solicitation. Depending on the type of solicitation, solicitation details may be shown across a variety of tabs to the left side of the page. Click the « to expand:



- Solicitation Overview:** provides general information regarding the solicitation such as the name, dates, type, status, and summary. All solicitation documents are also available on this tab.
- Technical Questionnaire:** lists any technical questions that are being to Bidders and/or Suppliers as part of this solicitation.
- Financial Questionnaire:** lists any financial questions that are being to Bidders and/or Suppliers as part of this solicitation.
- Items:** lists the goods and/or services that are being requested as part of this solicitation.
- General Questionnaire:** lists any general questions that are being to Bidders and/or Suppliers as part of this solicitation.

5

If you would like to respond to this solicitation and/or submit clarifying questions. Click the **Participate in RFX** button at the top of the page and log in with your Ohio|ID and password. If you are a new Bidder, you are also able to register by clicking this button. For additional details regarding accessing Ohio Buys, please refer to the Bidder and Supplier Learning Guide.

Participate in RFX

SENDING INQUIRIES

Overview

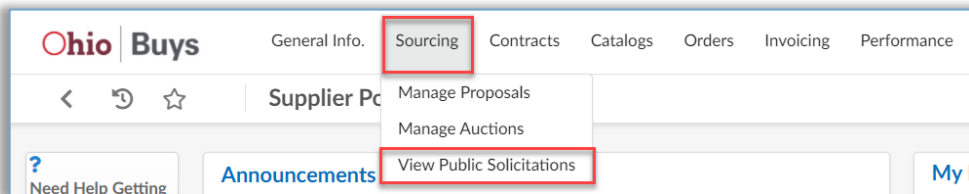
- What's Covered: Using Ohio Buys to send inquiries to the State regarding a solicitation as well as how to review to the inquiry history for a solicitation
- Roles: Bidders and/or Suppliers
- Used When: A Bidder or Supplier would like to submit a clarifying question to the State regarding a solicitation

Step-by-Step Instructions for Sending Inquiries for a Solicitation

- Some solicitations in Ohio Buys will allow for potential Bidders and/or Supplier to submit inquiries regarding a solicitation. To determine if a solicitation allows for inquiries to be submitted, search of the solicitation on the View Public Solicitations page and look at the Inquiry Cutoff column in the search results. If there is a value in this column, inquiries can be submitted for that solicitation until that date and time.

1

Log in to Ohio Buys. From the Main Menu Navigation Bar, click **Sourcing** and then select **View Public Solicitations** from the drop-down menu.



2

On this page, you can search by Keywords, Commodities, Solicitation Status, Contracting Entity, Solicitation Dates, MBE Set Aside status, Solicitation Type, Solicitation ID, and Awarded status. Enter your search terms in the appropriate field and click the **Search** button.

Search results are displayed below. Once you have found the solicitation you would like to review, click the **Pencil (✎)** icon next to the solicitation name.

3

Solicitation ID	Solicitation Name	Solicitation Type	Issue date (EST)	Inquiry Cutoff (EST)	Due date (EST)	Commodity	Status	MBE Set Aside	Agency	Awarded
2128	NextGen eProcurement Solution Implementation and Supplemental Services RFP	Request For Information (RFI) (Double Envelope)	12/3/2020 12:09:33 PM	12/17/2020 12:00:00 AM	3/26/2021 12:00:00 AM	Computer Equipment and Accessories	Open for Bidding	<input type="checkbox"/>	DAS-Administrative Services	<input type="checkbox"/>

1 Result(s)

- Please note, if you were invited to participate in solicitation, you can view the details of that solicitation by clicking on the hyperlink listed in the email you received. In addition, the Manage Proposals page will display any solicitations that you have been invited to respond to.

4

If you haven't previously viewed this solicitation, review the details across the various tabs and then click **Participate in RFx**.

Step-by-Step Instructions for Sending Inquiries for a Solicitation

5 Review the Acknowledgement window and then click **I Agree**.

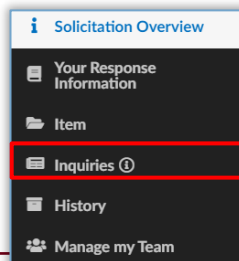
Acknowledgement

By clicking the below "I Agree", you are agreeing to the following:

1. If you are quoting against a contract in which you are a current supplier, the terms of that contract will apply.
2. If this solicitation includes terms and conditions, the terms of the solicitation will apply.
3. If this neither references a current contract nor includes terms and conditions attached to the solicitation, you are agreeing to the State Standard Terms and Conditions linked below.

I Agree Read State Terms & Conditions

6 Navigate to the **Inquiries** tab.



The complete inquiry history for the solicitation is displayed. All questions and responses for a solicitation are posted publicly and will not be reported individually. To compose a new inquiry, click **Compose**.

- ▲ To search for an existing inquiry, scroll through the message history or enter a keyword into the **Search** field, then click **Search**. Click on the desired line item within the message history to view its details.

7

Inquiries

Keywords **Search** Reset Advanced search

Display
Unread or not replied

Compose Message History

Subject	Last update (UTC-4)	Original sender	Last sender
Question	8/3/2020 10:58:20 PM	Dipan KARUMSI (KPMG LLP)	Dipan KARUMSI (KPMG LLP)
Public Portal Config	8/3/2020 10:56:35 PM	Will ROBINSON (KPMG LLP)	Will ROBINSON (KPMG LLP)

2 Result(s)

Step-by-Step Instructions for Sending Inquiries for a Solicitation

Complete all of the required fields. The fields marked by a red asterisk (*) are required. In the **Send To** field select "Sourcing Responsible". Failing to do this may cause issues with sending your inquiry. Once you are done, click **Send** to send the inquiry to the State.

Message Type *

Inquiry

From

Karumsi Dipan

Subject *

Send To *

Inquiry Text

Send **Cancel**

8

- ▲ All responses will be posted publicly meaning all Bidders will see the question and answer. It is up to the Supplier that posed the question to proactively review the solicitation details in order to check for answers during the Q&A period. All answers will be visible on the **Solicitation Overview** tab within the given solicitation.

Solicitation Overview

Save | Download all contents of this RFx | Validate & Send R

Lot # 1

Round # 1

Status: Open for Bidding

Begin Date: 11/5/2020 4:42:38 PM (UTC-5)

End Date: 11/5/2020 6:00:00 PM (UTC-5)

Summary

Process

Acknowledgement: 11/5/2020 4:43:05 PM (UTC-5)

Inquiries

Question	Date Answer Provided	Answer	Id
Can you quantify the duration of Periods 1 & 2 in the item grid?	11/5/2020	Both periods are 3 months in duration.	80

1 Result(s)

SUBMITTING A RESPONSE

Overview

- What's Covered: Responding to questionnaire(s) and item grids in Ohio Buys, uploading supporting documents, and formally submitting a response to a solicitation
- Roles: Bidders and/or Suppliers
- Used When: A Bidder or Supplier would like submit their response to a solicitation

Step-by-Step Instructions for Submitting a Response to a Solicitation

If you are responding to a solicitation, or if you are attempting to perform contract management activities (e.g., negotiating a contract), you need to be logged in to your head office location.

To toggle between your company's locations, click on your organization's name in the top right hand side of any page in Ohio Buys and select the location you would like to view. You can confirm you are looking at your head office location, by hovering the location drop-down option and reviewing the OAKS ID. If there is not a -1, -2, -3, etc., after the listed ID, you are viewing the head office location. The locations associated with your organization are managed within the Supplier Portal: <https://supplier.ohio.gov>.

Announcements

Welcome! Suppliers and bidders can now use OhioBuys for State procurement activities for some agencies.

IMPORTANT Head Office Notice: If you are responding to a solicitation, or if you are attempting to perform contract management activities (e.g., negotiating a contract), you need to be logged into your Head Office profile. To toggle between locations, click on your organization's name in the top right-hand side of page and select the location you would like to view. You can confirm you are looking at your head office location, by navigating to the Company Information tab of your profile and reviewing the OAKS ID. If there is not a -1, -2, -3, etc., after the listed ID, you are viewing the head office location.

My Purchase Orders

ID	Buyer Contact	Status	Currency	Ordered	Progress
PO00016964	Konik Christopher	Acknowledged	USD	4,817.93	: Integrat Notificat Requisiti Review
PO00016955	K. Newport Amanda	Ordered	USD	6,350.75	: Integrat Notificat Requisiti Review

Please note, contacts and orders are managed at the location level, not the Supplier level, so it is recommended you routinely verify activity in all of the locations to which you have access. For additional details on how to manage your contacts, please refer to the Bidder and Supplier Learner Guide.

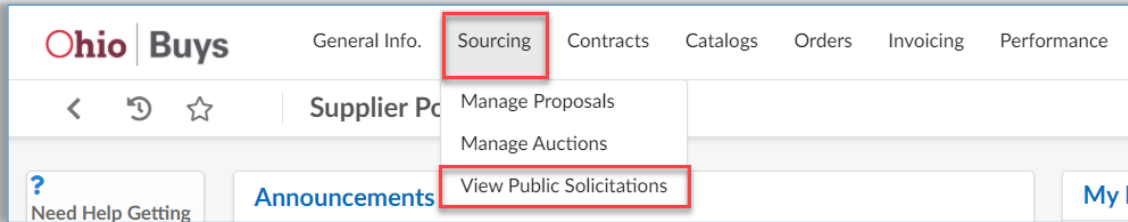
When working in Ohio Buys, please ensure you have only one window of Ohio Buys open at a time. Multiple windows can create errors such as a time-out or data not saved errors. If a user is logged out of one browser/window/tab, they will be logged out of all OhioBuys sessions. When this occurs, the user must close all open windows/tabs in all browsers. Next, they should clear their cache/history (also noted as clear browsing data) and open a single browser window for OhioBuys. These steps should prevent the error from occurring during their session.

If you are attempting to respond to/submit a proposal but the proposal is not being submitted, the above steps should be followed to resolve the issue.


Users will also be logged out after 30 minutes of inactivity. To avoid losing any work (e.g., progress on responding to a solicitation), users should save their work frequently.


Step-by-Step Instructions for Submitting a Response to a Solicitation

Log in to Ohio Buys. From the Main Menu Navigation Bar, click **Sourcing** and then select **View Public Solicitations** from the drop-down menu.



On this page, you can search by Keywords, Commodities, Solicitation Status, Contracting Entity, Solicitation Dates, MBE Set Aside status, Solicitation Type, Solicitation ID, and Awarded status. Enter your search terms in the appropriate field and click the **Search** button.

Search results are displayed below. Once you have found the solicitation you would like to review, click the **Pencil** () icon next to the solicitation name.

Solicitation ID	Solicitation Name	Solicitation Type	Issue date (EST)	Inquiry Cutoff (EST)	Due date (EST)	Commodity	Status	MBE Set Aside	Agency	Awarded
	2128 NextGen eProcurement Solution Implementation and Supplemental Services RFP	Request For Information (RFI) (Double Envelope)	12/3/2020 12:09:33 PM	12/17/2020 12:00:00 AM	3/26/2021 12:00:00 AM	Computer Equipment and Accessories	Open for Bidding	<input type="checkbox"/>	• DAS- Administrative Services	<input type="checkbox"/>
1 Result(s)										

▲ If you were invited to participate in solicitation, you can view the details of that solicitation by clicking on the hyperlink listed in the email you received. In addition, the Manage Proposals page will display any solicitations that you have been invited to respond to.

If you haven't previously viewed this solicitation, review the details across the various tabs and then click **Participate in RFx**.

Participate in RFx

From the resulting page, review the Acknowledgement window and then click **I Agree**.

I Agree

Step-by-Step Instructions for Submitting a Response to a Solicitation

5

Indicate that your organization **WILL BID** and then click **Submit**.

To answer to this RFx, please confirm that you intend to bid.

- ☐ WILL BID: our intent is to respond to this RFx.
- ☐ NO BID: we will not be able to respond to this RFx.

Submit

6

To submit a response, you must complete all of the required fields indicated by a red asterisk (*) on the Your Response Information tab as provide responses on the Item, and General/Technical/Financial Questionnaire tabs as applicable. As you enter information for your response, be sure to click the **Save** button at the top of the page to save your work.

▲ For Public Notice Solicitations you will not submit your response in Ohio Buys. Review the solicitation details and follow the listed instructions on how to submit your response offline.

Manage my Team: If you would like to collaborate with other members of your organization to respond to a solicitation, you can add them as team members on the Manage My Team tab.

7

Unable to answer questions in this Solicitation?

Get help from your colleagues by inviting them to this Solicitation. Select from your organization's existing contacts in OhioBuys or add someone. If you need a new contact added, please work with your OhioBuys Supplier Admin.

Please Note:

All selected contacts can modify and submit your answer. They only have access to this Solicitation. If you need a new contact added, click 'Create a new contact' and complete the form.

Select Contact

or

Create a new contact

Name


LOGAN Ryan

Email



yan.logan@careworks.com

1 Result(s)

1. To add an existing contact, select the contact from the **Select Contact** drop-down menu and click **Save**.
2. To add a new contact, click **Create a new contact**, populate the required fields, and click **Save & Close**. To invite the new contact to log in to Ohio Buys and create an OhioID, click the **Key** () icon next to their name.

Step-by-Step Instructions for Submitting a Response to a Solicitation

Your Response Information tab:

The screenshot shows a web form titled 'Your Response Information tab'. It is divided into two main columns. The left column is titled 'General Information' and contains three fields: 'Response Name *' (with a red box around it containing the text 'Proposal # 1'), 'Response Type' (a dropdown menu), and 'Description' (a large text area). The right column contains two sections: 'Technical Envelope - Supplier Technical Documents' and 'Financial Envelope - Supplier Financial Documents'. Each of these sections has a button that says 'Click or Drag to add files', with the button in the 'Technical Envelope' section highlighted by a red box.

- a) Enter the **Response Name**. If desired, select the applicable **Response Type** (e.g., Main Response or Alternate Response) and enter a corresponding **Description** for your response.
 - b) As you complete your response, upload supporting documents in the **Technical Envelope - Supplier Technical Documents** and **Financial Envelope - Supplier Financial Documents** sections of this tab. If your response contains confidential information and/or you would like to upload a redacted version of your response, upload your redacted response here, in addition to your un-redacted version.
 - c) Once you are done with populating this tab or you would like to proceed with completing another tab, click **Save**.
- ▲ Depending on how the solicitation was set up, the Response Information tab may look similar to the Financial/Technical Questionnaire tabs and contain a list of requirements and questions that need to be responded to. Please refer to the [corresponding section of this guide](#) for details on how to respond to requirements and questionnaires.

Step-by-Step Instructions for Submitting a Response to a Solicitation

Item tab: The items associated with the solicitation are displayed in a grid. To submit a response:

- ▲ If an item grid is present, responses must be provided per line item. Proposal document uploads will not be accepted as a response to solicitations with an item grid.

- Enter responses for each of the listed fields. The fields displayed will vary depending on the solicitation. Mandatory fields will be marked with a red asterisk (*).
 - Add **Comments** and **Attachments** for each line item as necessary. The **Comments** field is where you should indicate the State contract number your quote is referencing (as applicable).
 - Note that depending on your screen resolution you may need to scroll to the right to see these fields. Review Manufacturer and SKU Number fields where available.
- If desired, you can also download the displayed item grid into an Excel spreadsheet, fill in your responses in Excel, save the file, and upload the completed grid to Ohio Buys.
 - Click **Download in Excel 2007-2010 format (xlsx)**.
 - Open the corresponding Excel spreadsheet that was downloaded to your computer and follow the instructions contained in the spreadsheet.
 - After you have completed the spreadsheet, save the file and then upload it into Ohio Buys by clicking on the **Click or Drag to add a file** button on the corresponding tab you are trying to populate.
- Once you are done with populating this tab or you would like to proceed with completing another tab, click **Save**.

Step-by-Step Instructions for Submitting a Response to a Solicitation

Depending on the solicitation, you are able to submit a response for an alternate (yet comparable) good/service or to add a line item for shipping/freight costs if needed. Please review the solicitation documents to see if the State will accept alternate items and if so, click the **Plus** icon in the answer grid.

The screenshot shows a table with columns: Code, Type, Label, Qty, Unit. A plus icon in a red box is located in the first row of the table. Below the table, the text "Model TLR-7" is visible.

Complete the following fields:

1. **Code:** this automatically populates with a unique identifier for the item being added. Update this field to inform the State you are adding an alternate item or freight costs.
2. **Label:** Enter a detailed description of the item being added.

The screenshot shows the "Add specific item" form. It includes a "RFP Grid" section with a "Project & Managed Services" dropdown. Below this are fields for "Code *", "Code3", "Label *", and "Type *". The "Type *" dropdown is set to "Required Item". At the top right, there are three buttons: "Save", "Save & Close" (highlighted with a red box), and "Save & New".

3. Click **Save & Close**.

Once you have added an alternate item or a line item for shipping/freight costs enter the required information.

The screenshot shows the RFP Grid table with columns: Code, Type, Label, Qty *, Unit, Unit price, Amount, Deliv. date, and Deliv. date. A new row is added with the following values: Code (plus icon), Type (Shipping), Label (Required Item), Qty (1), Unit (Each), Unit price (empty), Amount (empty), Deliv. date (calendar icon), and Deliv. date (calendar icon).

▲ Note that depending on your screen resolution you may need to scroll to the right to see these fields.

The screenshot shows the "Supplier Attachments" section. It includes a "Supplier Attachments" dropdown with a "Click or Drag to add a file" button. Below this are fields for "Comments" (with an info icon), "Manufacturer" (set to UPS), "SKU Number" (set to N/A), and "Detailed Description" (set to 3 Day Ground).

Step-by-Step Instructions for Submitting a Response to a Solicitation

Financial/Technical Questionnaire tabs:

The screenshot displays the 'Answer Questionnaire' interface. On the left, a sidebar shows 'Financial Questionnaire' with a progress indicator '0/2'. A green button labeled 'Access Questionnaire' is positioned below the sidebar. The main content area contains two questions: 'What is your cost breakdown?' and 'What is your payment schedule?'. Each question has an 'Answer' field. A box labeled 'B' highlights download options for Excel 2007-2010 (xlsx) and Excel 97-2003 (xls) formats, along with a 'Click or Drag to add a file' button. A red box labeled 'A' highlights the 'Financial Questionnaire' tab in the sidebar.

- a) Enter responses for each of the questions listed on these tabs. The answers you enter on this tab will be saved as they are entered.

▲ You are able to click the **Access Questionnaire** button to have Ohio Buys navigate you to the first unanswered question.

- b) If desired, you can also download the displayed questionnaire into an Excel spreadsheet, fill in your responses in Excel, save the file, and upload the completed grid to Ohio Buys. To do this:

1. Click **Download in Excel 2007-2010 format (xlsx)**
2. Open the corresponding Excel spreadsheet that was downloaded to your computer and follow the instructions contained in the spreadsheet.
3. After you have completed the spreadsheet, save the file and then upload it into Ohio Buys by clicking on the **Click or Drag to add a file** button on the corresponding tab you are trying to populate.

- c) Once you are done with populating this tab or you would like to proceed with completing another tab, click **Save**.

Step-by-Step Instructions for Submitting a Response to a Solicitation

12

Once you have entered all of the necessary information, click **Validate & Submit Proposal**.

A green rectangular button with a thin blue border and the text "Validate & Submit Proposal" in white.

13

Click **Submit my Proposal**.

Do you really want to submit your response?

Once an offer is submitted, it cannot be modified. You will only be able to create a new one.

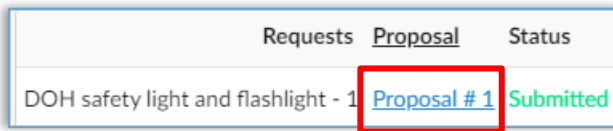
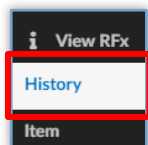
- 11 / 15 items have been filled.
- 20 / 20 questions have been filled. (Technical Section)
- 2 / 2 questions have been filled. (Financial Section)
- 17 document(s) have been attached to the proposal. (Questionnaires)
- Total number of attached documents: 17

A red rectangular button with the text "Cancel" in white.A green rectangular button with a red border and the text "Submit my proposal" in white.

- ▲ After your response has been submitted, you will receive email notifications regarding any updates for the solicitation.
- ▲ If the State issues an amendment (i.e., a new round), you will be required to acknowledge receipt of the amendment and re-submit a response to remain under solicitation consideration. Please refer to the Amending and/or Withdrawing a Response section of this learner guide for details on how to copy a previous response and submit a revised response as part of an amendment.

To view previously submitted responses, navigate to the **History** tab of the solicitation. After submitting a response, users should check the **History** tab and confirm that their proposal has a status of **Submitted**.

A summary of your previously submitted responses for the solicitation are displayed. To view the full details of a response click the associated **Proposal hyperlink**.

A screenshot of a table with three columns: "Requests", "Proposal", and "Status". The "Proposal" column contains the text "Proposal # 1" which is highlighted with a red rectangular box. The "Status" column contains the text "Submitted" in green.

Requests	Proposal	Status
DOH safety light and flashlight - 1	Proposal # 1	Submitted

If you would like to submit an additional response, click **Create a new proposal** and then follow the instructions detailed in Steps 8 - 13.

A blue rectangular button with a thin white border and the text "Create a new proposal" in white.

AMENDING AND/OR WITHDRAWING A RESPONSE

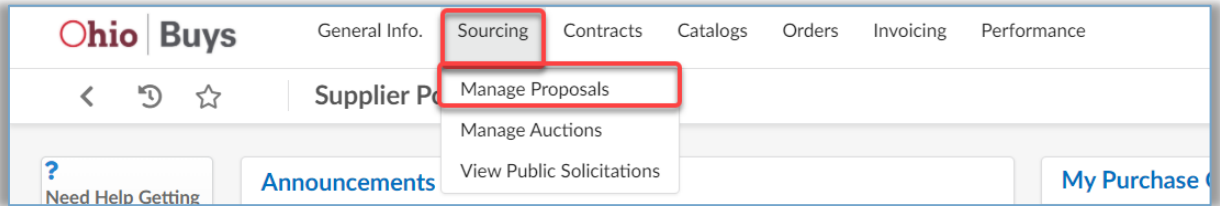
Overview

- What's Covered: Amending and/or withdrawing previously submitted response
- Roles: Bidders and/or Suppliers
- Used When: A Bidder or Supplier would like to amend a previously submitted response as part of a solicitation amendment or withdraw a response from consideration

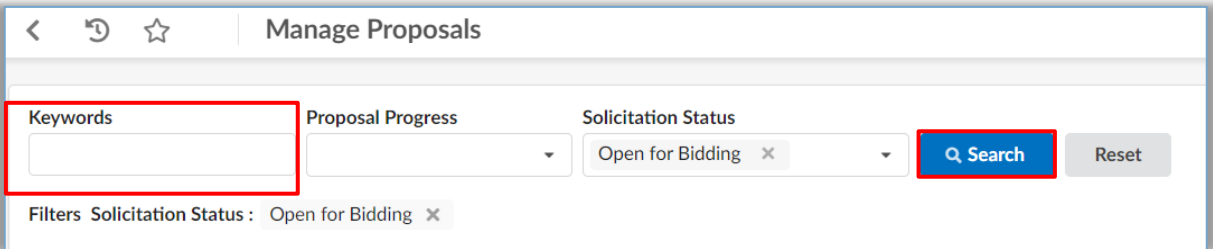
OhioBuys How to Amend and/or Withdraw a Response

Step-by-Step Instructions for Amending and/or Withdrawing a Response

Log in to Ohio Buys. From the Main Menu Navigation Bar, click **Sourcing** and then select **Manage Proposals** from the drop-down menu.



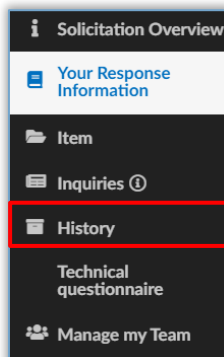
The Manage Proposals page is displayed. On this page, you can enter a variety of search terms to search for solicitations. Enter search terms in the **Keywords** search field and then click **Search**.



Search results are displayed below. Once you have found the solicitation you would like to review, click the **Pencil** (✎) icon next to the solicitation name.

Solicitation ID	Solicitation Name	Solicitation Type	RFx Type	Issue date (UTC-4)	Due date (UTC-4)	Inquiry Cutoff (UTC-4)	Commodity	Status
826	NextGen eProcurement Solution Implementation and Supplemental Services RFP	std_rfp_double_envelope		8/4/2020 12:00:00 AM	3/13/2021 12:00:00 AM		Computer Equipment and Accessories	In progress

Navigate to the **History** tab.



Step-by-Step Instructions for Amending and/or Withdrawing a Response

5

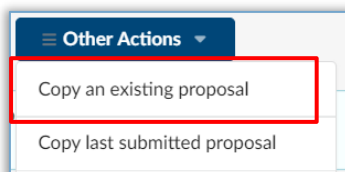
A summary of your previously submitted responses for the solicitation are displayed. To view the full details of a response click the associated **Proposal hyperlink**.

Requests	Proposal	Status	Proposal Progress	Questionnaire Progress	Submitted (UTC-4)	Total ⓘ	Proposal Actions
NextGen eProcurement Solution Implementation and Supplemental Services RFP - 1	Proposal # 1	Submitted	73%	23%	8/27/2020 4:30:17 PM	31,000 USD	
1 Result(s)							



6

Copying a Response: If the State issues an amendment (i.e., a new round), you will be required to acknowledge receipt of the amendment and re-submit a response to remain under solicitation consideration. To begin the process of submitting a response for an amendment, we recommend using the copy functionality if you have already submitted a response to an earlier round of the solicitation.

- Select **Copy an Existing Proposal** from the **Other Actions** drop-down menu.



- Click the **Copy an existing proposal** () icon next to the proposal you want to copy.

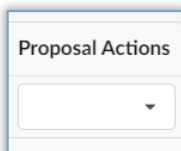
0 Selected							
Requests	Proposal	Status	Proposal Progress	Questionnaire Progress	Submitted (UTC-4)	Total ⓘ	
  NextGen eProcurement Solution Implementation and Supplemental Services RFP - 1	Proposal # 1	Submitted	73%	100%	8/27/2020 4:35:58 PM	22,000.000 USD	

- Click **OK**. The selected response has been copied into a new draft response. Make the desired updates and submit the revised response.

Withdrawing a Response:

7

- From the **History** tab of a solicitation, select **Withdraw** from the **Proposal Actions** drop-down menu for the response you would like to withdraw.



- Click **Save**.
- The submitted response has been withdrawn from consideration. If you have submitted multiple responses for a solicitation, you will need to individually withdraw each response if you want all of the responses to be withdrawn. Lastly, all response withdrawals need to occur prior to the Bid Due Date for a solicitation.

Version Control

Version	Publish Date	Summary of Updates	Pages Updated
1.0	10/16/20	Initial draft	All
1.1	10/19/20	Updated page 4	3
1.2	11/05/20	Added additional inquiry details	8, 10
1.3	12/23/20	Added details regarding UTC time	6, 12
1.4	2/29/21	Update Public Solicitation screenshots	6, 8, 12
1.5	3/31/21	Updated UTC to ETC, Bolded Copying a Response text	6, 8, 12, 21
1.6	5/12/21	Removed limitations on projects inquiries can be submitted for	3
1.7	7/1/21	Added proper OBM email address	2
1.8	9/10/21	Added a callout page that emphasizes that all solicitation responses should be submitted from a Supplier's head office	12
1.9	9/20/21	Updated Supplier URL	6
2.0	10/8/21	Updated Ohio Buys logo	Entire Document
2.1	12/22/21	Removed text around acknowledging an RFP, added details on indicating a business will response. Clarified inquiry process	9, 10, 13, 14

Version Control

Version	Publish Date	Summary of Updates	Pages Updated
2.2	5/19/2022	Added instructions to confirm the proposal was Submitted	19
2.3	6/28/2022	Reordered the list of tabs and added updated screenshot	6
2.4	7/8/2022	New screenshot for item grid, and added notes on mandatory field and in-line response.	16
2.5	8/30/2022	Hid the ability for Suppliers to add an attachment when submitting an Inquiry.	10
2.6	1/17/23	Added a note regarding multiple Ohio Buys windows and errors that can come as a result	12
2.7	4/12/23	Added users will also be logged out after 30 minutes of inactivity. To avoid losing any work (e.g., progress on responding to a solicitation), users should save their work frequently.	12